

General Purposes Committee Agenda

Place

Committee Room 6, Town Hall, Wellington Street, Woolwich
SE18 6PW

Date

Thursday, 18 November 2021

Time

1:30 PM

This meeting is viewable by the press and public on the Council's [Youtube Channel](#).

Councillors

Danny Thorpe (Chair)	Labour
Angela Cornforth (vice-Chair)	Labour
Denise Scott-McDonald	Labour
Geoffrey Brighty	Conservative

Deputies

Linda Bird	Labour
Linda Perks	Labour
Charlie Davis	Conservative
Nigel Fletcher	Conservative

Members are reminded that officer contacts are shown at the end of each report and they are welcome to raise questions in advance with the appropriate officer. This does not prevent further questioning at the meeting.

If you require further information about this meeting please contact the Committee Services Manager:
Anthony Soyinka
Email: committees@royalgreenwich.gov.uk

Agenda

- 1 Apologies for Absence**
To receive apologies from Members of the Committee.
- 2 Urgent business**
The Chair to announce any items of urgent business circulated separately from the main agenda.
- 3 Declarations of Interests**
Members to declare any personal and financial interests in items on the agenda. Attention is drawn to the Council's Constitution, the Council's Code of Conduct and associated advice.
- 4 Minutes**
Members are requested to confirm as an accurate record the Minutes of the previous meetings held on 13 May 2021.

No motion or discussion may take place upon the Minutes except as to the accuracy, and any question on this point will be determined by a majority of the Members of the body attending who were present when the matter in question was decided. Once confirmed, with or without amendment, the person presiding will sign the Minutes.
- 5 Establishment of Appointments Panel and changes to existing Chief Officer roles**
The Committee is asked to agree to a salary range for the following posts: Director of Finance, Director of Communities Environment and Central, Assistant Director of Environment and Director of Legal and HR, following the reorganisation of the Finance and Legal Services and Communities and Environment Directorate,
in accordance with the Council's Pay Policy Statement; and to note that the Chief Executive has delegated authority to establish, in consultation with the Party Group Leaders, individual Appointment Panels for the appointment of Chief Officers based on the requirements of the post.

Date of Issue
Tuesday, 09
November
2021

Debbie Warren
Chief Executive

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PUBLIC INFORMATION

SAFE USE OF COUNCIL MEETING ROOMS

The local authority is required to make all its public meeting spaces Covid-19 secure.

You should not attend a Council committee meeting if you have or are experiencing any COVID symptoms.

To comply with this the local authority –

- requests all attendees, unless medically exempt, to wear a face covering. Guidance on face covering can be found on the [Government's website](#). Face coverings can be removed when speaking at the meeting.
- requests all attendees to undertake a lateral flow test before attending meetings, and if positive you must not attend this meeting. These are free, and are available at certain sites or kits can be acquired for home testing. Please see the [Council's website](#) for more details.
- requests all attendees to wash their hands thoroughly or use sanitiser before entering the meeting rooms.
- requests all attendees to scan the QR code via NHS COVID-19 App to check-in or provide their name and contact details to the Committee Services / Scrutiny officer clerking the meeting before being admitted entry to the meeting rooms.
- requests all attendees, where possible to maintain social distancing in the committee rooms.
- will aim to keep in person meetings no longer than is necessary with the option of including short breaks at the Chair's discretion.

Council Meetings are open to the press and public to attend, except where personal or confidential matters are being discussed.

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Channel shortly after the meeting has finished. The recording of this meeting will be available to view for one year after the meeting.

For all meetings the general rule is that the Chair has discretion with regard to speakers and speaking times. Some committees have defined specific rules.

GENERAL PURPOSES COMMITTEE		ITEM NO 3
TITLE Declarations of Interests	WARD(S) All	
DECISION CLASSIFICATION Non-key	FINAL DECISION To be made at this meeting on the recommendations in this report	

1. **Decisions Required**

The General Purposes Committee is requested to:

- 1.1 Note the list of Councillors' memberships (as Council appointed representatives) on outside bodies, joint committees and school governing bodies.
- 1.2 Request that Members orally declare any personal or financial interests, including those detailed, in specific items listed on the agenda as they relate to matters under discussion.

2. **Members' Interests**

- 2.1 Appended to this report is a list of the outside bodies, joint committees and school governing bodies that each member has been appointed to by the Council or the Leader. The list does not include bodies with which a Member is involved in a personal or private capacity.

Personal interests

- 2.2 A Member has a personal interest where any business is likely to affect:
 - (a) them, or
 - (b) a relevant person or a relevant body (where the Member is aware that they have the interest);

more than a majority of those in the ward you represent.

A **relevant person** is defined as the member's spouse or civil partner, a person who they are living with as husband and wife or as civil partners, or a person with whom they have a close association.¹

A **relevant body** is defined as (a) any organisation, school governing body or outside committee or trust which they have been appointed to by the Royal Borough or by the Leader, or (b) any other voluntary organisation, school governing body or commercial organisation where you are a management committee member, school governor, trustee or director.

- 2.3 Members must declare the existence and nature of any personal interest at the start of the meeting, or when the interest becomes apparent. Members must say which item their interest relates to.
- 2.4 A Member who has a personal interest may stay, speak and vote, except where the business:
- (a) affects the financial position of the Member or any person or body described in paragraph 2.2 above, or
 - (b) relates to an interest that would be affected financially or relates to the determining to any approval, consent, licence, permission or registration in relation to the Member or any person or body described in paragraph 2.2 above

Financial Interests

- 2.5 A Member has a financial interest where any business relates to or is likely to affect an interest set out in paragraph 18 of the Code of Conduct, and which is the Member's interest or the interest of a person described in paragraph 2.2(a) above.
- 2.6 Members must declare the existence and nature of any financial interest at the start of the meeting, or when the interest becomes apparent. Members must say which item their interest relates to.
- 2.7 A Member who has a financial interest must leave the meeting, but may attend to make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting

¹ See the guidance in Annex I of the Code of Conduct

for the same purpose, and provided they leave the meeting immediately after doing so. The Member must not participate in the discussion nor the vote.

General

- 2.8 The Code also requires Members to declare interests in relation to relevant bodies for six months after ceasing from being a member and take the appropriate action in relation to financial interests.

Background Papers

Agenda and Minutes of the Annual Meeting of the Council – 19 May 2021

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Reporting to: Veronica Johnson, Head of Corporate Governance and Democratic Services
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Councillor	Organisation	Role	Governorship
Bird	Greenwich Starting Blocks	Member	
	Town Twinning Association Executive Committee	Member	
Brighty	Blackheath Joint Working Party	Member	
Cornforth	Fostering Panel	Member	
	Greenwich Pensioners' Forum	Member	
	Wiseman & Withers Exhibition Foundation	Member	
Davis	-		
Fletcher, N	Greenwich Theatre Board	Member	
Perks	Charlton Triangle Homes	Member	Willow Dene School
	Eltham Crematorium Joint Committee	Deputy	
	London Councils' Greater London Employment Forum	Member	
Scott-McDonald	Charlton Athletic Race Equality Partnership	Member	
	DG Cities Limited	Member	
	Eltham Crematorium Joint Committee	Deputy	
	Greenwich Charities of William Hatcliffe and the Misses Smith	Member	
	Greenwich Millennium Village Management Ltd	Member	
	Greenwich Peninsula Management Company	Member	
	LGA General Assembly	Member	
	London Councils' Leaders' Committee	Deputy	
Thorpe	London Local Partnership	Deputy	
	Eltham Crematorium Joint Committee	Deputy	
	LGA General Assembly	Member	
	London Councils' Leaders' Committee	Member	
	London Local Partnership	Member	
	Shooters Hill Woodlands Working Party	Member	

ROYAL BOROUGH OF GREENWICH
GENERAL PURPOSES COMMITTEE
THURSDAY 13 MAY 2021 AT 16.30 PM
MINUTES

PRESENT:

Members:

Councillors Angela Cornforth (Chair), Denise Scott-McDonald and Geoffrey Brighty.

Officers:

Director of Finance, Assistant Director - Digital and Customer Services, Head of Human Resources, Agency and Recruitment Manager and Committee Services Manager.

**Item
No.**

1 Apologies for absence

There were none.

2 Urgent Business

There was no urgent business.

3 Declarations of Interest

Resolved –

That the list of Councillors' membership as Council appointed representatives on outside bodies, joint committees and school governing bodies be noted.

4 Minutes

Resolved –

That the minutes of the meeting of the General Purposes Committee held on 1 April 2021 be agreed and signed as a true and accurate record.

5 Proposed departure from the Market Supplement Allowance Policy for Digital, Data and Technology posts

The Assistant Director - Digital and Customer Services introduced the report.

In response to Member's questions the Assistant Director - Digital and Customer Services advised that in the interim there would be two types of reviews conducted annually, namely individual reviews of pay against the market for each person recruited under the proposed policy exemption and a whole data set review. Following which the Committee would review the departure from the Market Supplement policy p after 3 years.

Resolved –

To approve a departure from the existing Market Supplement policy, to accommodate the recruitment and retention of specialist Digital and Technology posts within the new digital structure.

To make the Digital structure exempt from the need to get individual approval for each post to be recruited. That a market supplement can be paid to take the pay per role to the average of the public sector pay rate (determined by independent analysis) before an attempted recruitment is made (the existing policy requires a failed recruitment attempt at the evaluated pay scale first).

That the General Purposes Committee reviews the departure from the Market Supplement policy p after 3 years. The existing market supplement policy remains for the rest of the council.

The meeting ended at 4.37 pm.

Chair

GENERAL PURPOSES COMMITTEE	DATE 11 October 2021
TITLE Establishment of Appointments Panel and changes to existing Chief Officer roles following the reorganisation of the Finance and Legal Services and Communities and Environment Directorates: Director of Finance; Director of Communities Environment and Central; Assistant Director of Environment; Director of Legal and HR	ITEM NO: 5
LEAD OFFICER Chief Executive	CABINET MEMBER Finance and Resources

I. Decision required

This report makes the following recommendations to the decision-maker:

- I.1 To agree to a salary range for the following posts, following the reorganisation of the Finance and Legal Services and Communities and Environment Directorate, in accordance with the Council's Pay Policy Statement:
- Salary Range £158,123 – £169,028 for the post of Director of Finance, (Chief Officer Grade A1);
 - Salary Range £158,123 – £169,028 for the post of Director of Communities Environment and Central (Chief Officer Grade A1);
 - Salary Range £95,658 - £105,670 for the post of Assistant Director of Environment (Chief Officer Grade C);
 - Salary Range £136,313 - £147,218 for the post of Director of Legal and HR (Chief Officer Grade A)
- I.2 To note that the Chief Executive has delegated authority to establish, in consultation with the Party Group Leaders, individual Appointment Panels for the appointment of Chief Officers based on the requirements of the post.

2. Links to the Royal Greenwich Strategy

2.1 These appointments will support the Council's objectives in a number of areas and relates to the following high-level objectives contained within the Royal Greenwich Strategy:

- a healthier Greenwich
- a safer Greenwich
- a great place to grow up
- delivering homes through economic growth
- a cleaner, greener Greenwich
- economic prosperity for all
- a great place to be
- a strong, vibrant and well-run borough.

3. Introduction and Background

3.1 Following a re-organisation of the Finance and Legal Services and Communities and Environment Directorates, in accordance with the Council's Organisational Change policy, changes have been made effecting three Chief Officer posts and creating one new Chief Officer post.

3.2 **Director job title name change** - Following the transfer of 2 major services in this re-organisation and to better reflect the core functionality of the Directorate, the Communities and Environment Directorate will become Communities Environment and Central and the Director named as the Director of Communities Environment and Central.

3.3 **Director post grade change** – transfer of functions from the current Directorate of Community and Environment into Finance and Legal Services has resulted in the Director of Finance job description being re-evaluated at chief officer grade A1.

3.4 **Creation of Post** - Assistant Director of Environment - the deletion of one of the two Directors roles within the Directorate means that there will need to be an additional Assistant Director available to lead and deliver the services in the Environmental portfolio.

3.5 **Director job title name change** - transfer of HR function from the current Directorate of Community and Environment into Finance and Legal Services has

resulted in the Director of Legal job description being updated and the post title renamed to Director of Legal and HR.

4. Chief Officer appointment process

- 4.1 The Chief Officer appointment process is detailed in the Officer Appointments Procedures in Part 4 section H in the Council's Constitution, and is set out below.
- 4.2 The Director of Finance post is occupied and will not require recruitment.
- 4.3 The Director of Communities Environment and Central post will be filled via assimilation in compliance in with the Council's Organisational Change policy.
- 4.4 The newly created Assistant Director of Environment post will be vacant and will be recruited in accordance with the Chief Officer appointment process.
- 4.5 The Director of Legal and HR is occupied and will not require recruitment.
- 4.6 Section 38 (1) of the Localism Act 2011 requires local authorities to produce a pay policy statement for each financial year which must set out the authority's policies for the financial year relating to:
 - (a) the remuneration of its chief officers,
 - (b) the remuneration of its lowest-paid employees, and
 - (c) the relationship between (i) the remuneration of its chief officers, and (ii) the remuneration of its employees who are not chief officers.
- 4.7 The Statement must include the Authority's policies relating to:
 - (a) the level and elements of remuneration for each chief officer,
 - (b) remuneration of chief officers on recruitment,
 - (c) increases and additions to remuneration for each chief officer,
 - (d) the use of performance-related pay for chief officers,
 - (e) the use of bonuses for chief officers,
 - (f) the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority, and
 - (g) the publication of and access to information relating to remuneration of chief officers.
- 4.8 The Pay Policy Statement for 2020/21 was approved by full Council on 31 March 2021. All decisions on pay and reward for chief officers must comply with the current Pay Policy Statement and section 42 of the Localism Act states that they

cannot be the responsibility of an executive of the authority under executive arrangements.

- 4.9 Section 40 of the Localism Act includes provision for the Secretary of State to issue guidance on the content and application of pay policy statements. Councils must have regard to this guidance in the exercise of their functions under the pay policy provisions. Initial Guidance under section 40 has been published and this was supplemented by further Guidance in February 2013. The Guidance is statutory guidance, and although it is not law, it is not mere advice, and the Council must consider it carefully and have cogent reasons if it wishes to depart from it. Failure to do so may result in any decision being challenged.
- 4.10 The Guidance advises that full Council should be given the opportunity to vote before salaries or severance payments of £100,000 or more are agreed. However, as section 41 says that in making a decision which relates to the remuneration of or other terms and conditions applying to a chief officer, the Council must comply with its pay policy statement for the financial year, Full Council has concluded that, having careful regard to the Guidance, a sensible approach is as set out below, bearing in mind that in making any decision, General Purposes Committee must by law comply with the pay policy statement set by Full Council.
- 4.11 Full Council has therefore agreed that:
- Full Council agrees the overall pay banding for the Council's Chief Officer structure which includes all posts with a remuneration of £100,000 or over and also agrees specific severance packages which exceed the limit of £95,000 set out in the Small Business, Enterprise and Employment Act 2015 (not including permitted contractual obligations) and authorises any application to MHCLG and/or the Treasury to waive the provisions.
 - General Purposes Committee agrees the salary level for a post with a remuneration of £100,000 or over in relation to a specific appointment.
- 4.12 Chief Officers are on a single point salary with scope to be placed on 2 further points in exceptional circumstances. The criteria for further points are:
- the scale of the agenda/programme/projects being undertaken in addition to the management of a directorate, including the size and scope and impact of their achievement
 - the delivery of significant service improvements in the areas managed measured by performance indicators

- the contribution to and impact on the organisation as a whole in terms of service development and improvement
- under exceptional circumstances to provide a retention package

4.13 The terms of reference of this committee include agreeing the salary level for posts with a remuneration of £100,000 or over in relation to a specific appointment. Committee is therefore asked to agree the salary for:

- the post of Director of Finance at Chief Officer Grade A1;
- the post of Director of Communities Environment and Central at Chief Officer Grade A1;
- the post of Assistant Director of Environment at Chief Officer Grade C. The intention is to appoint at the bottom of grade but discretion is sought to appoint up to top of grade if necessary to secure a suitable appointment;
- The post of Director of Legal and HR at Chief Officer Grade A.

5. Appointment Process

5.1 The Officer Employment Procedures authorise the Chief Executive to establish, in consultation with the Party Group Leaders, individual Appointments Panels based on the requirements of the post; and appoint, in consultation with the Leader and Party Whips, Members to the Appointment Panel.

5.2 The Appointment Panel will undertake all stages in respect of the appointment of Chief Officers and Deputy Chief Officers in accordance with the Council's Officer Employment Procedures.

5.3 Consultation with Cabinet will take place before any final offer of appointment is made.

6. Available Options

6.1 To take no action leaving the reorganisation of the Finance and Legal Services and Communities and Environment Directorates unable to progress.

6.2 To agree the salary range for each post as set out in part I of this report.

7. Preferred Option

7.1 To agree the salary range for each post as set out in part I of this report.

8. Reasons for Recommendation

8.1 To allow the re-organisation to be completed, allowing the Directors within the Greenwich Management Team to better meet the challenges facing the organisation and ensuring the council has the required, appropriately qualified leadership team to fulfil its objectives.

9. Consultation

The necessary consultation has been carried out with those affected by the proposals and the Unions in accordance with the Councils Reorganisation procedure.

10. Cross Cutting Issues and Implications

Issue	Implications	Sign-off
Legal including Human Right Act	The legal and Constitutional requirements relating to the appointments are set out in the report. There are no further legal implications arising from the recommendations.	Azuka Onuorah Head of Legal Services 1 st October 2021
Finance and resources including procurement implications	The costs associated with the proposed salary range changes will be contained within current approved budget and there are therefore no additional financial implications arising from the recommendations.	Michael Bate Assistant Director of Corporate Finance 1 st October 2021
Equalities	Recruitment will be undertaken in line with the RBG Chief Officer Recruitment procedure.	Sarah Thompson Agency and Recruitment Manager 24/9/2021
Climate change	There are no changes to service or practise arising in consequence of the decision required for the purposes of this report, and therefore there are no implications.	Steph Mills Head of Human Resources 1 st October 2021

Staffing Establishment	New posts have been created in accordance with the Council's Organisational Change policy	Sarah Thompson Agency and Recruitment Manager 24/09/2021
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10. Report Appendices

- Appendix I - Job Description and Person Specification documents

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**ROYAL BOROUGH OF GREENWICH
JOB DESCRIPTION**

DIRECTORATE: Finance and Legal Services

SECTION: Finance

GRADE: CO – A1

JOB TITLE: Director of Finance

REPORTING TO: Chief Executive

Job Purpose

Effective contribution to the corporate management of the Council and delivery of a range of Council services including (but not limited to) Finance, Digital and Access Services, ensuring sound services, systems and strategies for the Council and its Trading companies. Optimise use of financial resources to improve performance, value for money, sound financial stewardship and the management of an efficient finance function that meets the statutory requirements of the Council's designated S.151 Officer, ensuring effective risk management and value for money.

Job Outcomes

1. As part of the Council's management team, promote effective corporate decision making, effective governance, contribute to the formulation of corporate policies and initiatives and lead on appropriate collaborative, cross departmental initiatives.
2. The delivery of sustainable financial strategies over a range of timescales to support service and investment plans.
3. The delivery of sustainable budgets, budgetary control and the optimisation of performance under relevant audit and inspection regimes.
4. Effective management and optimal performance in benefits, revenues and exchequer activities.
5. Effective management and optimal performance in Digital and Access services activities.

ITEM NO: 5 (Appendix I)

6. Effective provision of advice and information to the Leader, Cabinet, members and officers to enable the Council to identify strategic option, develop policy and make effective financial decisions.
7. Proper management and sound stewardship of all the Council's financial affairs, acting as head of profession for professional finance staff across the authority and carrying out the statutory functions of the Council's designated S.151 Officer.
8. Effective contribution and support to the modernisation of the Council's services, securing value for money and improving the quality and efficiency of services, including partnership with other agencies.
9. Effective contribution and co-ordination of bids and funding to all financial aspects of grants, bids and tenders.
10. In a multi-billion pound organisation deliver effective risk management and value for money through efficient and effective corporate finance functions of a.
11. Identify needs of internal customers and shape service delivery accordingly.
12. Manage the directorate's budget in accordance with the Council's standing orders and financial regulations, obtaining value for money and maximisation of income where applicable.
13. Developing staff to achieve high performance, including professional development and ensuring that equal opportunities and customer care considerations are integrated into all aspects of the Directorate's operations.
14. Act as an ambassador for the borough, promoting and developing the Council's image, forming robust strategic alliances and developing effective working relations with partners, other related organisations, government departments, user groups, business, voluntary sector groups, including championing the interests of the community, stakeholders and partners.
15. Effective contribution to the development and integration of financial and service planning processes across departments and with other agencies.
16. Participate in the Council's emergency planning and responses to emergency situations.

Designation of Post to which the Post-holder normally reports: Chief Executive

PERSON SPECIFICATION

DIRECTORATE: Finance and Legal Services

SECTION: Finance

JOB TITLE: Director of Finance

Knowledge

- Membership of one of the professional accountancy bodies required by S. 113 of the Local Government Finance Act 1988.
- Understanding of the legislation, regulations and technical guidance that determine the financial and fiduciary requirements of a local authority.

Skills and Abilities

- Capacity to develop systems and processes for sound financial management and stewardship, including monitoring and forecasting of early warning' of potential problems and opportunities both Council wide and in service areas.
- Ability to effectively manage and develop a diverse staff team and ensure that equal opportunities considerations and effective delivery of services to the community are integrated into all the Directorate's activities.
- Ability to rapidly become familiar with legislative, service, strategic and delivery issues for the Council that are likely to have significant financial impact.
- Ability to integrate financial planning effectively with service planning, performance and investment processes, including planning across functions and agencies.
- Ability to contribute to the corporate leadership of the Council.

Experience

- A successful track record in managing a large, complex finance function and utilising financial resources to improve organisational performance, working across service and organisational boundaries and engaging colleagues and key stakeholders in developing a common agenda.
- Experience in managing across a range of disciplines

ITEM NO: 5 (Appendix I)

- Experience of developing sustainable financial strategies in an environment with multiple stakeholders and pressures.
- High level influencing and interpersonal skills. Capacity to quickly establish credibility with members, chief officers and finance staff.

JOB DESCRIPTION

JOB TITLE: Director of Communities Environment and Central

DIRECTORATE: Communities Environment and Central

GRADE: CO - A1

REPORTING TO: Chief Executive

Job Purpose

- To lead the services forming the Directorate of Communities Environment and Central including (but not limited to) Corporate Communications, Community Engagement, Waste, Street Cleansing, Mayor's Office, Emergency Planning, Members Support and Chief Executives Offices, Anti Poverty, Policy and Performance, 3rd Sector Funding, Committee Section, Film Unit, Arts and Culture, Tourism, Electoral Services, Digital and Web Management, Mortuary, Parks and Open Spaces, Sports and Leisure including GLL Client to ensure efficient and effective working and maximisation of performance and successful outputs.
- Act as Managing Director of the Council's companies Greenwich Service Plus and Greenwich Service Solutions.
- To manage on behalf of GMT the continuous improvement function that is responsible for the support to all Directorates on the delivery for the corporate change agenda. .
- Working with elected Members to ensure the Council's agreed Aims & Objectives are delivered.

Job Outcomes

- Lead the Directorate's Senior Management Team and contributes to effective corporate leadership, management, and decision making.
- Oversee as Managing Director the Council's wholly owned companies Greenwich Services Plus and Greenwich Services Solutions, ensuring services are effectively delivered and integrated with the Council's Corporate objectives as appropriate.

- Contribute to the formulation of corporate policies and initiatives and the development of collaborative, cross departmental and organisational working processes.
- Provide advice and support to Members that recognises the policy and operational tensions and constraints of service delivery.
- Develop and implement strategic priorities and performance targets for the Directorate, which include the relevant performance indicators and are reflected in the relevant strategies and policies.
- Develop and support customer engagement and consultation in the areas managed, which can be demonstrated in the way the services are valued by the customers.
- Work in partnership and collaborate with key stakeholders affected by and involved in the delivery of the services of the Directorate.
- Develop and maintain effective business planning and performance management, within the Council's standards and procedures, for the services of the Directorate.
- Lead and effectively deploy the staff of the Directorate and encouraging all staff to meet their full potential to maximise their contribution to the Council's strategic and operational objectives and effective service delivery.
- Effectively deliver a range of programmes and projects to support the vision, aims and objectives of the Directorate and the Council.
- Act as an ambassador for the borough, promoting and developing the Council's image, forming robust strategic alliances and developing effective working relations with partners, other related organisations, government departments, user groups, business, voluntary sector groups, including championing the interests of the community, stakeholders and partners.
- Identify timely responses to overcome performance issues and take appropriate action where required.

Ensure the timely and effective communication and implementation of all agreed Council policies and processes within the directorate.

- Manage the directorate's budget in accordance with the Council's standing orders and financial regulations, obtaining value for money and maximisation of income where applicable.
- Participate in the Council's emergency planning and responses to emergency situations.
- Participate in the conduct of elections as required to.

- Undertake the role of the Clerk to the Eltham Crematorium for the Council
- Undertake such corporate responsibilities as may be allocated to the post from time to time by the Chief Executive.

PERSON SPECIFICATION

- Experience of creating a clear vision and inspiring staff to work towards it.
- Ability to lead and successfully deliver service transformation
- Successful experience of and ability to lead and manage a complex workload, including the management of programmes and projects.
- Experience of managing high volume diverse services and multi-disciplinary teams.
- Experience of changing the culture of an organisation, and motivating staff to a high level of performance.
- Experience of identifying and maximising the synergies between services.
- Experience of managing competing priorities.
- Experience of working with diverse, multi-racial communities, as an ‘ambassador’ for the Council and ensuring that all services contribute to the Council’s aims for achieving equality and social inclusion.
- Evidence of political awareness and ability to communicate effectively within a politically sensitive environment.
- Experience of strategic policy development, evidence of ability to understand and analyse emerging issues, place them in an appropriate context and be innovative in developing solutions.
- Thorough understanding of the Government’s agenda for the services managed and its potential local impact, and experience of managing large complex budgets.
- An understanding of the requirements of leading a council arms length company

- Experience of leading a large and diverse workforce

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE: Communities Environment and Central
DIVISION: **Street Services, Waste and Fleet, Parks and Open Spaces**
GRADE: **CO – C**
DESIGNATION: Assistant Director Environment

Job Purpose

To lead and deliver excellent services in Environmental portfolio, and other services as instructed by the Director, constantly striving to improve them for the benefit of the community. Responsible to the Director of Communities Environment and Central for the strategic direction, leadership and development of teams of employees providing a range of customer-orientated, quality services within the context of the Council Vision and Modernisation Agenda.

Job Outcomes

1. To be responsible for the strategic development and implementation of services to meet corporate policy and objectives. To establish and promote integration across functional groups across the Council as a means to enhance the quality of service delivery.
2. To contribute to the continuous improvement of services and produce plans, strategies and policies for the department, expansion and enhancement of services for which the Directorate is responsible.
3. To embrace and promote meaningful public consultation and internal/external stakeholder participation in the planning and development of customer-orientated services. To devise and promote service delivery based on quality and efficiency.
4. To establish, develop and maintain the management culture, processes, systems, monitoring arrangements and procedures for the effective and efficient performance of the terms of employees for which the post holder is responsible.

5. To be responsible for the development and implementation of service plans in each area within his/her control and to develop budget proposals in accordance with the Council's budget strategy.
6. To embrace the statutory requirements of Best Value, promoting meaningful public consultation and internal/external stakeholder participation in the planning and development of customer-orientated services.
7. To be responsible for the strategic leadership and direction of a large team of employees providing environmental, open spaces, housing and customer focussed services.
8. To be a member of the Department Management Team, and to contribute to the effective leadership, decision-making in the formulation of strategy and policy in relation to the services under his/her control.
9. To support the Council's decision-making structure and processes, and provide information and advice to elected Members, on the performance and development of services under his/her control ensuring compliance with statutory requirements.
10. To apply best practice in employee and industrial relations in support of the Council's Human Resources strategy. To promote and apply the Council's Equal Opportunities policy.
11. To carry out such other duties as are required by the Director, including deputising for the Director and representing the directorate in a wide range of forums dealing with theme-specific and cross-cutting issues.

Assistant Director, Communities Environment and Centre

Person Specifications:

Experience/Education

Extensive senior managerial experience managing a significant number of staff 500+ and/or diverse groups of staff. Experience of managing substantial budgets (from £10m), preferably within the local government context.

Relevant level of education/degree or experience to operate at this level.

Knowledge

Substantial knowledge of at least one of the following service areas: Environmental Enforcement, Waste Management, Fleet Management, Street Cleansing, Ground Maintenance, Estate Maintenance, Parks, Open Spaces, Mortuary, Crematoriums, and Cemeteries with the skill to interpret this knowledge in terms of positive outcomes for the community.

Skills and Abilities

Managing performance: Proven ability to manage for results with a proven track record of service delivery in a high-performance environment.

Leadership and motivation: Ability to lead and motivate diverse groups of staff to achieve high levels of performance with good attendance.

Problem-solving: ability to anticipate, analyse situations and identify problem areas along with the capacity and the drive to propose and drive through workable solutions.

Partnership working: Ability to form, enhance and maintain high level of partnership within the Council and external organisations and entities to the benefit of service and the communities we serve.

Innovation and initiative: Ability to identify, develop and secure support for new opportunities to improve service, translate legislative requirements in operating systems and ensure excellence in service provision.

Financial: Proven ability to manage budgets, meet spending targets and proactively identify efficiencies.

Political awareness: a high level of political awareness must be demonstrated, along with the ability to maintain internal and external relationships in complex political environment.

Health & Safety: Awareness of health and safety legislation as it affects staff and the public and the ability to secure compliance through sound operational management.

Customer care and diversity: A strong personal commitment to the highest standards of customer care and an understanding of how diversity informs and can enhance this commitment.

ROYAL BOROUGH OF GREENWICH JOB DESCRIPTION

DIRECTORATE: Finance and Legal Services

GRADE: CO – A

JOB TITLE: Director of Legal and HR

REPORTING TO: Chief Executive

Job Purpose

The Director of Legal and HR has the statutory Monitoring Officer responsibility. This entails not only the responsibility for ensuring that the Council acts lawfully but also responsibility for advising Members and Senior Officers on governance, decision making and the Council's Constitution. The post also leads on Ethical Standards for Members.

In addition, the post ensures the provision of high, quality, cost effective and responsive legal and human resources services which proactively promote and protect the Council's interests and meet corporate and statutory requirements

Main Duties of the Post

1. Acting as the Monitoring Officer, under Section 5 of the Local Government and Housing Act 1989, in respect of monitoring and addressing any legal breaches or maladministration.
2. Leading on Ethical Standards for Members and operate the Member's Code of Conduct complaints procedure.
3. As part of the Council's management team, promote effective corporate decision making, contribute to the formulation of corporate policies and initiatives and lead on appropriate collaborative, cross departmental initiatives.
4. Lead the Legal Services and Human Resources Senior Management Teams contributing to effective corporate leadership, management, and decision making.
5. Provide strategic legal and human resources advice to the Council and ensure the Council is equipped to meet statutory requirements.

6. Contribute to the formulation of corporate policies and initiatives and the development of collaborative, cross departmental and organisational working processes.
7. Provide advice and support to Members on complex, critical and sensitive legal and human resources matters in a timely and effective manner.
8. Identify needs of internal customers and shape service delivery accordingly.
9. Develop and maintain effective business planning and performance management, within the Council's standards and procedures, for the services of the Directorate.
10. Monitor the quality of legal and human resources services, including the performance and cost effectiveness of external legal services.
11. Ensure that the Council has adequate and timely advice to enable it to act in accordance with its legal obligations.
12. Successfully manage a diverse caseload
13. Play a key role in elections in support of the Chief Executive
14. Lead and effectively deploy the staff of the Directorate and encouraging all staff to meet their full potential to maximise their contribution to the Council's strategic and operational objectives and effective service delivery.
15. Effectively deliver a range of programmes and projects to support the vision, aims and objectives of the Directorate and the Council.
16. Act as an ambassador for the borough, promoting and developing the Council's image, forming robust strategic alliances and developing effective working relations with partners, other related organisations, government departments, user groups, business, voluntary sector groups, including championing the interests of the community, stakeholders and partners.
17. Identify timely responses to overcome performance issues and take appropriate action where required.
18. Ensure the timely and effective communication and implementation of all agreed Council policies and processes within the directorate.
19. Manage the directorate's budget in accordance with the Council's standing orders and financial regulations, obtaining value for money and maximisation of income where applicable.

20. Participate in the Council's emergency planning and responses to emergency situations.

21. Undertake such corporate responsibilities as may be allocated to the post from time to time by the Chief Executive.

Designation of Post to which the Post-holder normally reports: Chief Executive

Person Specification

DIRECTORATE: Finance and Legal Services

SECTION:

JOB TITLE: Director of Legal and HR

Knowledge

- Qualified Solicitor or Barrister.

Skills and Abilities

- Established expertise in a range of practice areas and the ability to take a hands on approach when needed.
- Effective organisational skills and the ability to manage competing priorities
- Ability to lead, manage, motivate and develop a large staff team to continually drive performance improvement
- Ability to analyse complex legal and managerial issues and deliver successful outcomes
- Well-developed interpersonal skills

Experience

- Proven legal and management experience at a senior level
- Successful track record of achievement in the legal field
- Experience of leading and successfully concluding major litigation on legal projects
- Experience of horizon scanning and analysing the legal implications of potential changes on the work of the organisation.
- Experience of working in a political environment.

ITEM NO: 5 (Appendix I)

